



## Procedural Clarification Number 2: Supervision Requirements for Certain Personnel

Discipline/Provider Specialty	Licensure	Louisiana Practice Rules or Statute Supervision Requirements	Part C	Allowable Practice
Associate Intake Coordinator	None	None	<p>Supervised by an Intake Coordinator employed by an Early Steps System Point of Entry.</p> <p>For a minimum of three months, the Associate Intake Coordinator must receive onsite observation and guidance and consultation from the supervising Intake Coordinator at least one time per week.</p> <p>After the 3 month period and at the discretion of the supervising Intake Coordinator and SPOE Director, an Intake Coordinator, the Associate Intake coordinator must receive direct and indirect supervision as needed but at least once per month.</p>	<ul style="list-style-type: none"> <li>• Enter data into SPOE system</li> <li>• Independently gather family information; complete Social History form</li> <li>• Attend IFSP meeting as participant, provide input</li> <li>• <b>May not participate in decision-making at IFSP that results in changes to early intervention services (out of scope of practice)</b></li> </ul>
Family Service Coordinator	None	<p>Supervised by a Case Management Supervisor that meets the qualifications as set by the Bureau of Community Services and Support.</p> <ul style="list-style-type: none"> <li>• Individual face-to-face supervision must occur at least one time (1) per week for minimum of 1 hour per week.</li> <li>• Face-to-face sessions with all case management staff to problem-solve, provide feedback and support are required.</li> <li>• Sessions in which the supervisor accompanies a case manager to meet with the recipient are required.</li> <li>• A supervisor's review of at least ten percent (10%) of each case manager's case records must be conducted each month.</li> </ul> <p>Case Management Services Provider Manual (7/2002), page 6-19</p>	<p>Supervisor must attend required Part C trainings.</p> <p>Supervisor must be listed on Service Matrix.</p> <p>Supervisor must know and understand Part C procedures and services.</p>	<p>Specific service coordination activities include—</p> <ul style="list-style-type: none"> <li>• coordinating the performance of evaluations and assessments;</li> <li>• facilitating and participating in the development, review, and evaluation of individualized family service plans;</li> <li>• assisting families in identifying available service providers;</li> <li>• coordinating and monitoring the delivery of available services;</li> <li>• informing families of the availability of advocacy services;</li> <li>• coordinating with medical and health providers; and,</li> <li>• facilitating the development of a</li> </ul>

				transition plan to preschool services or other services .
Social Worker, GSW level	License issued by Louisiana Board of Social Work Examiners	<p>GSWs seeking the LCSW credential must receive a minimum of 24 accumulated calendar months of supervised fulltime postgraduate social work practice under the supervision of a Board Approved Clinical Supervisor (BACS).</p> <ul style="list-style-type: none"> <li>• Face-to-face supervision for licensure must total at least 96 hours.</li> <li>• The requirement for supervision is at least 4 hours per calendar month with at least two different supervision contacts per month.</li> <li>• One-half (48 hours maximum) of the supervision requirement may be met through group supervision, occurring in increments of no more than two (2) hours per group. No more than five (5) supervisees may be involved in supervision groups.</li> </ul> <p>The GSW who is not pursuing LCSW licensure, or who is fulfilling the experience requirement toward licensure, may deliver those clinical services, which constitute psychotherapy only under the supervision of an LCSW.</p> <ul style="list-style-type: none"> <li>• Supervision for GSWs rendering clinical services constituting psychotherapy shall total a minimum of two hours per month, counted in increments of no fewer than 30 minutes, for the duration of the time that the GSW is rendering psychotherapeutic services.</li> <li>• Supervision under these circumstances does not require that the supervising LCSW have the Board Approved Clinical Supervisor (BACS) designation.</li> <li>• The employing agency ultimately is responsible and accountable for services rendered by the GSW; therefore, the agency may provide access to LCSW supervision to ensure quality of services. The GSW may independently secure LCSW supervision.</li> <li>• On-site supervision by LCSWs is the preferred method of supervision.</li> <li>• Supervision may be rendered through individual supervision, group supervision, telephone contact or by secure electronic media to meet the needs of the agency and to provide timely services to clients in emergencies.</li> </ul> <p>R.S. 37:2705.(C) and (F), R.S. 37:2707, and 37:2708.</p>		<ul style="list-style-type: none"> <li>• May engage in advanced social work practice based on the application of social work theory, knowledge, ethics and methods to restore or enhance social, psychosocial or biopsychosocial functioning of individuals, couples, families, groups, organizations, and communities.</li> <li>• The GSW practice requires the application of specialized knowledge and advanced practice skills which include prevention or intervention, or both, service or treatment planning and evaluation, case management, information and referral, counseling, employee assistance services, addiction services, advocacy, teaching, research, supervision, consultation, community organization and the development, implementation, and administration of policies, programs and activities.</li> <li>• Must be working in an agency.</li> </ul>
Certified Occupational Therapy Assistant	License issued by the Louisiana Board of	In home health settings: Must practice under the direction of a licensed occupational therapist, without the necessity of continuous physical presence of the		Implement treatment plan developed by a licensed OT.

	Examiners for Occupational Therapy	<p>supervising OT, if these conditions are present—</p> <ul style="list-style-type: none"> <li>• COTA must have no less than 2 years prior experience in providing OT.</li> <li>• The supervising licensed OT has conducted an assessment of the client and established goals and treatment plan for the client.</li> <li>• Each client that the COTA sees must be re-evaluated or treated by the supervising OT no less than once every 2 weeks or every 6<sup>th</sup> session.</li> <li>• The COTA and supervising OT must have a face-to-face client care conference for each client no less frequently than once every 2 weeks.</li> <li>• All treatment provided by the COTA must be documented and countersigned by the supervising licensed OT.</li> </ul> <p>Chapter 39:RS 37:3001-3014, Title 46 Volume 45, Chapter 49</p>		<p>May attend IFSP meetings as a participant for input</p> <p><b>May not participate in decision-making at IFSP that results in changes to early intervention services (out of scope of practice)</b></p>
Licensed Practical Nurse	Licensed by the Louisiana Board of Practical Nurse Examiners	<p>A licensed practical nurse must practice under the direction of one of the following: licensed physician, optometrist, dentist, psychologist, or registered nurse.</p> <ul style="list-style-type: none"> <li>• A licensed practical nurse may perform duties consistent with his/her educational preparation.</li> <li>• The licensed practical nurse may also, with appropriate training (which is approved by this Board, and documented), perform additional specified acts, which are authorized by the Board of Practical Nurse Examiners when directed to do so by the licensed physician, optometrist, dentist, psychologist, or registered nurse.</li> </ul> <p>Section 961 of Chapter 11, Louisiana Revised Statutes of 1950</p>		<p>Implements orders provided by supervisor.</p> <p><b>May not participate in decision-making at IFSP that results in changes to early intervention services (out of scope of practice)</b></p>
Physical Therapy Assistant	License issued by state Board of Physical Therapy Examiners	<p>For nursing and out-patient facilities, the Supervising PT (a licensed Physical Therapist) must:</p> <ul style="list-style-type: none"> <li>• Be on premises for at least one-half of the PT treatment hours in which the PTA is rendering PT treatment.</li> <li>• Evaluate and set up a treatment plan on each patient prior to treatment.</li> <li>• Be readily accessible by beeper or mobile phone and be present within a 25 mile radius of and 30 minutes travel time or less from the treatment facility.</li> <li>• Treat and reassess the patient and documents on at least every 6<sup>th</sup> visit.</li> <li>• Assess the final treatment and write a discharge summary.</li> </ul>		<p>Implements treatment plan developed by licensed PT.</p> <p><b>May not participate in decision-making at IFSP that results in changes to early intervention services (out of scope of practice)</b></p>

		<p>For PT services provided in home health settings or school systems, the supervising PT must:</p> <ul style="list-style-type: none"> <li>• Be readily accessible by beeper or mobile phone .</li> <li>• Evaluate and set up a treatment plan on each patient prior to treatment.</li> <li>• Treat and reassess the patient and documents on at least every 6<sup>th</sup> visit but not less than once per month.</li> <li>• Conduct once a week, a face-to-face patient care conference with each PTA to review and modify treatment programs.</li> <li>• Assess the final treatment and write a discharge summary.</li> </ul> <p>LA Revised Statues 37:2401-37:2421</p>		
Speech/Language Therapy Assistant	Licensed by the Louisiana state Board of Examiners for Speech-Language Pathology and Audiology	<p>Supervision requirements for the Speech-Language Pathology Assistant:</p> <ul style="list-style-type: none"> <li>• A minimum of one (1) clock hour of on-site, in-view supervision shall be completed each week for each licensee.</li> <li>• A minimum of one (1) clock hour of alternative supervision methods shall be completed each week for each licensee.</li> </ul> <p>Note: Assistant licensees shall be supervised only by a speech-language pathologist licensed under the provisions of LSA R.S. 37:2659(A) with the exception of hearing screenings which may be supervised by an audiologist, licensed under the provisions of LSA R.S. 37:2659. <u>An individual may not be supervised by a provisional licensee or restricted licensee.</u></p> <p>Supervision Requirements for the Provisional Speech-Language Pathology Assistant:</p> <ul style="list-style-type: none"> <li>• A minimum of three (3) clock hours of on-site, inview supervision shall be completed each week for each licensee.</li> <li>• A minimum of two (2) clock hours of alternative supervision methods shall be completed each week for each licensee.</li> </ul> <p>R.S. 37:2650, et seq.</p>		<p>Conduct speech-language screenings and assessments with out interpretation</p> <p>Perform hearing screenings limited to pass/fail determination</p> <p>Provide direct treatment within the level of training and experience</p> <p>Implement treatment plans or protocols</p> <p>Document patient progress toward meeting established objectives and report this to the supervising SLP</p> <p>Schedule activities; prepare charts, records, graphs, displays, etc.</p> <p>Check and maintain equipment</p> <p>Participate with supervising SLP in parent conferences, case conferences, etc.</p> <p><b>May not participate in decision-making at IFSP that results in changes to early intervention services (out of scope of practice)</b></p>
Special Instruction Assistant	None	<p><i>Paraeducator (teacher-aide)</i> - is a person who assists in the delivery of special educational services under the supervision of a special education teacher or other professional who has the responsibility for the delivery of special education services to students with disabilities and who has all of the following qualifications: 1) is at least twenty years of age; 2) possesses a high school diploma or its equivalent; and 3) has taken a nationally validated achievement</p>	<p>Works under the supervision of a Special Instructor and has earned an Associate's degree in early childhood related field or Child Development Associate Credential.</p> <p>Must receive at least 4 hours of direct and indirect supervision per month from the</p>	<p>Implements instructional activities for each individual child served as planned by the supervising Special Instructor or Behavioral Consultant.</p> <p>Checks and maintains equipment and materials</p>

		<p>test and scored a level of achievement equivalent to the normal achievement level of a tenth grade student.</p> <p>LA DOE Bulletin 1706</p>	<p>supervising Special Instructor or Behavioral Consultant.</p> <p>A minimum of 1 hour of direct, observation and guidance is required each month.</p>	<p>Schedules learning activities; prepares and/or completes individual child data collection materials (charts, graphs, etc.)</p> <p>May attend IFSP meeting as a participant and provide input.</p> <p><b>May not participate in decision-making at IFSP that results in changes to early intervention services.</b></p>
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**Billing:** The cost of supervision is included in the rates established for Early Steps. The provider requiring supervision bills the CFO for all services provided in accordance with an IFSP. The supervising professional bills for the IFSP team meetings. The supervising professional must be enrolled in the CFO to be paid.